

HIGHER EDUCATION DEPARTMENT

The 1st September, 2014

No. KW 20/15-2006 UNP (5).—In exercise of the powers conferred by Sub-section (4) of Section 32 of Haryana Private Universities Act, 2006 and all other powers enabling him in this behalf, the Governor of Haryana hereby allows Baba Mast Nath University, Asthal Bohar, Rohtak to frame its First Ordinance.

S.S.PRASAD,

Additional Chief Secretary to Government of Haryana,
Higher Education Department, Chandigarh.

CHAPTER - 1**ADMISSION OF STUDENTS AND
THEIR ENROLLMENT**

The Faculties and detail of programmes in the University are as follows:

- A Faculty of Engineering, Technology, and Architecture;
- B Faculty of Humanities
- C Faculty of Sciences
- D Faculty of Management & Commerce
- E Faculty of Education
- F Faculty of Nursing
- G Faculty of Dentistry
- H Faculty of Ayurveda
- I Faculty of Pharmacy

In tune with emerging requirements, new faculties/programmes may be added as per the Act from time to time.

Based on this Ordinance an **Admission Brochure** containing detailed admission rules, procedures and guidelines for selection will be issued by the University on year to year basis before commencement of the academic year for admission and enrollment of students to various Faculties/Programmes of the University.

The Faculties for which the admission will be made in a particular academic year will also be specified in the Admission Brochure, on year to year basis.

For admission to a course of the University an applicant will have to comply with various requirements such as the criteria laid down by the University from time to time in accordance with the regulations/guidelines of the Regulatory Body of the State Government/Central Government.

1. MERIT

- (a) Admission in the University shall be made strictly on the basis of merit.
- (b) Merit for admission in the University may be determined either on the basis of marks or grade obtained in the qualifying examination and achievements in co-curricular and extracurricular activities or on the basis of marks or grade obtained in the entrance test conducted at the State level either by an association of the universities conducting similar courses or by any agency of the State / Centre or by University, as prescribed in the admission policy
- (c) The admission in professional and technical courses shall be made only through an entrance test.

2. OTHER GUIDELINES

- (a) In case, a candidate has completed his/her equivalent examination from an Overseas Board / University he/ she shall *necessarily* have to obtain and submit along with his/her application, a certificate of equivalence from the AIU (Association of Indian Universities).
- (b) In case, the Admission Committee of the University is not satisfied with the character or antecedents of the applicant(s), in the overall interest of maintaining the academic standards and discipline in the University, the University retains the exclusive right not to admit him/her to the University, after giving reasons in writing for the same.
- (c) A student, who furnishes the particulars, and if they are found to be false, or suppresses the material information, he/she shall not be considered for admission and if he/ she has already been admitted on the basis of such information, besides legal action at his/ her cost, his/ her admission shall stand automatically cancelled and the entire fee of any description whatsoever paid by him/ her shall stand fully forfeited.

- (d) Unless clearly specified that they are ineligible, the candidates appearing for compartment examination(s) may also apply for admission. However, it is made clear that they **must** comply with the minimum eligibility criteria prior to the admission failing which they shall **not** be considered for admission. The minimum eligibility criteria/ selection criteria have been given in the Annexure.
- (e) Mere possession of the prescribed academic qualifications does not entitle a candidate for admission. Candidates shall have to fulfill all other conditions as spelt out in the Admission policy of the University.
- (f) A list of documents required at the time of admission for verification/submission will be given in the Admission Brochure. The original Transfer and Migration certificates submitted by the students at the time of admission become the property of the University and, therefore, will not be returned.
- (g) Admitted students will be issued a new Transfer Certificate and Migration Certificate under the seal of the University on completion of the degree or if/when they withdraw their admission or cancellation of their admission.

3. INTAKE OF STUDENTS

The intake of the students in each programme will be notified in the Admission Brochure for the year of admission. Intake is subject to change by the University. The increase or decrease in intake in the existing courses, the ratio of reservation will be the same unless otherwise notified. Introduction of new discipline(s) and / or increase / decrease in intake, if any, shall be notified by the University on its official website before commencement of the academic session and start of admission as well as in Admission Brochure. The reservation of seats in all Undergraduate and Postgraduate courses will be as per Section 35 (3) of the Act.

4. ELIGIBILITY UNDER VARIOUS CATEGORIES

ALL INDIA (including Haryana): A candidate applying from any part of the country (including Haryana), who complies with the minimum eligibility criteria.

HARYANA (General): A candidate, who is a domicile of *Haryana* or has passed his qualifying or equivalent examination from a recognized School/University in Haryana and complies with the minimum eligibility criteria. Unfilled seats, if any, under this category will be transferred to the All India (including Haryana) category.

HARYANA (Scheduled Castes): The candidate must be a domicile of Haryana and from a scheduled caste of Haryana as notified by the State Government and should comply with the minimum eligibility criteria. Unfilled seats, if any, under this category will be transferred to the Haryana general category and if they are still unfilled, they will be transferred to the All India Category (including Haryana).

KASHMIRI MIGRANTS : One additional seat in each branch/discipline/course is reserved for Kashmiri Migrants. These seats will be filled on the basis of *inter-se-merit* in the qualifying examination and subject to the candidate complying with the minimum eligibility criteria.

Kashmiri migrants will be required to submit the original certificate of migration duly issued by the competent authority or Relief Commissioner.

5. ADMISSION COMMITTEE

All admissions in each Faculty shall be made by a committee comprising of the faculty and administrative staff of the university to be nominated by the Vice- Chancellor from time to time. The Committees will be headed by the Registrar or a person who is not less than the rank of a Professor.

The Committees shall scrutinize the Application Forms for admission of the candidates in accordance with the conditions of admission prescribed in the Admission Brochure and the Ordinances of the University.

The decision of the Admission Committee on any matter concerning the admission policy and procedure shall be final and binding on all concerned, subject to review as provided in the Ordinance.

6. ADMISSION NOTICE

A copy of the admission notice (individual or common) for various faculties/ programmes along with the Admission Brochure for the year of admission, based on the Ordinance, shall be uploaded on the official website of the University for the information of all concerned and published in the national dailies and/ or their education supplements.

Not less than fifteen days time from the date of the admission notice shall be given to the interested candidates to submit their application and processing fee.

If not provided in the Admission Notice, the Admission notice shall clearly provide the website details from where the following information can be obtained:

- (a) Minimum eligibility conditions for applicants seeking admission with conditions, if any.
- (b) The number of seats in each branch/ category wise to be filled.
- (c) Fee to be paid by the students.
- (d) The date, time and venue for the display of admission list and/or physical counseling, as the case may be.
- (e) Any other relevant information.

7. PROCESSING FEE

The processing fee shall be non – refundable under any circumstances whatsoever.

8. SECURING ADMISSION

A candidate whose name appears in the first or second merit-cum-admission list displayed by the University must deposit his first semester fee in full on or before the last date specified for the purpose to secure the admission. Semester fee will not be accepted in part or in installments.

In the event, a candidate fails to deposit his/her fee on or before the date specified, the offer of admission will stand automatically withdrawn and the candidate will have no claim whatsoever on the seat.

9. SCHEDULE OF FEE

Schedule of fee will be as per Chapter 6 and will be specified in the Admission Brochure.

10. GRIEVANCE REDRESSAL

Grievance/complaints, if any, against any action/décision of the Admission Committee can be made in writing to the Vice Chancellor of the University within the time as specified in the Admission Brochure. In case, there is any ambiguity whatsoever with respect to the Admission Brochure, Vice Chancellor's written interpretation/clarification/ decision shall be final and binding on all concerned.

11. REFUND / CANCELLATION POLICY

All requests for cancellation/withdrawal of admission must be made in writing well in time before the last date of admission along with the original fee receipt quoting the Course/branch in which admission was granted, Entrance Test/ AIEEE Roll No. & Rank, wherever applicable. Requests made verbally or by fax/email or without the original fee receipt shall not be entertained.

In case, a student withdraws his / her admission before the last date of withdrawal, the fee deposited by him / her shall be refunded after deducting processing fee to be mentioned in the Admission Brochure. The refund shall be made in the name of the student by crossed account payee cheque only and shall be mailed by Registered post to the student within one month from the last date of admission or earlier.

12. ANTI-RAGGING DRIVE/ZERO TOLERANCE POLICY

Ragging, its abetment, eve-teasing and / or any kind of mental or physical harassment, either directly or indirectly, of any student(s) by whatsoever name called which may hurt the sensibilities or self esteem of student(s), inside or outside the University and/or its hostel(s) / mess, cafeteria is strictly prohibited by law and as held by the Hon'ble Supreme Court of India *vide* its order dated 08/05/2009 in the case titled "University of Kerala Vs Council, Principal's College Kerala & others" bearing CA No. 887/2009.

Disorderly conduct whether by words spoken or written or by an act, which has the effect of teasing, treating or handling with rudeness any other student(s), indulging in rowdy or indiscipline activities which causes or is likely to cause annoyance, hardship or psychological harm or to raise fear or apprehension thereof in fresher or junior student(s) or asking the student(s) to do any act or perform something, which such student(s) will not do in the ordinary course and which has the effect of causing or generating a sense of shame or embarrassment so as to adversely affect the physique or psyche of fresher or a junior student shall constitute an act of ragging.

Association, active or passive, with any unlawful organization including holding and/or participating in demonstrations, inciting violence, displaying notices or circulating handbills in the University and/or its hostel (s) /mess are strictly prohibited.

Smoking, consumption of alcohol, drugs or any other intoxicant by whatsoever name called within the University premises and/or its hostel (s) is strictly prohibited by law.

Any student carrying a fire arm or any dangerous weapon in and around the University premises and/or its hostels shall be suspended forthwith and expelled from the University.

Besides police/legal action, a student found indulging in any of the above activities shall be expelled from the University. In case of expulsion from the University, under such circumstances, the student's tuition, development and /or any other fee paid by him/her shall stand forfeited.

13. HELP DESK

The process of admission will be kept transparent. In order to provide information regarding all aspects of admission process during admission, the University may nominate an executive for the Help Desk to answer all telephonic/ Email queries from the applicants.

ANNEXURE

Name of Faculty / Course	MINIMUM ELIGIBILITY CRITERIA	SELECTION CRITERIA
(i) FACULTY OF ENGINEERING, TECHNOLOGY & ARCHITECTURE M.TECH. (2 years degree programme)	B.E./B. Tech in relevant discipline with 50% marks in aggregate or equivalent from any Indian University incorporated by an Act of the Central or State Legislature or from an institution declared to be deemed as a University under Section 3 of the UGC Act, 1956, or from a foreign University recognized by the AIU.	Candidates with a valid GATE score in the respective branches of engineering will be given preference as opposed to NON-GATE candidates. Wherever GATE score is not available, the admission to M.Tech programme will be made on merit in the entrance test conducted by the Centre / State /University.
(ii) B.Tech- (4 year programmes)	(i) 10+2 examination conducted by Central Board of Secondary Education /Haryana Board of Secondary Education in Science Streams or equivalent examination from a recognized board obtaining atleast 50%marks in PCM. (ii) A candidate may be admitted directly to the IIIrd Semester of these courses only if he/she has passed the B.Sc.(PCM) with minimum of 50% marks from any recognized University or three year diploma course in the relevant discipline from Haryana Board of Technical Education or its equivalent with at least 50% aggregate marks. Additionally, the candidate should have appeared and secured a v. lid Rank in AIEEE/ University Entrance Test or Other Entrance Test as specified in Admission Brochure in the year of admission.	The selection will be on merit, based on entrance test to be conducted by the Centre / State /University.
(iii) Diploma in Engineering- (3 year programme)	Matriculation examination in Science, Mathematics and English from CBSE/Haryana Board of School Education or any other recognized Board/University.	The selection will be on merit, based on entrance test to be conducted by the Centre / State /University
(iv) Bachelor of Architecture (5 year programme)	10+2 examination in Science Mathematics and English from CBSE/Haryana Board of School Education or any other recognized Board/ University.	The selection will be on merit, based on entrance test to be conducted by the Centre / State /University

FACULTY OF MANAGEMENT & COMMERCE	MINIMUM ELIGIBILITY CRITERIA	SELECTION CRITERIA
(i) BACHELOR OF COMPUTER APPLICATIONS (3 yr degree program)	Senior Secondary Examination (10+2) from C.B.S.E. / Haryana Board of School Education or an equivalent examination recognized by the Board/University.	Admission shall be made on the basis of merit determined on the basis of marks or grade obtained in the qualifying examination or, entrance test if any.
(ii) MASTER OF COMPUTER APPLICATIONS (3 yr degree program) MCA (Lateral Entry)	Recognized Bachelor's Degree of minimum three years duration in any discipline with Mathematics at 10+2 level or Graduation level. BCA, B.Sc.(IT), B.Sc. with Computer Science with 50% in aggregate Score. The candidates must have passed mathematics as a subject in 10+2 exam or in their undergraduate degree programme.	Admission shall be made on the basis of merit determined on the basis of marks or grade obtained in the qualifying examination. or entrance test if any.

(i) BACHELOR OF BUSINESS ADMINISTRATION (BBA) (3 year degree programme)	(I) 10+2 examination conducted by Central Board of Secondary Education/ Haryana Board of School Education or equivalent examination from a recognized Board.	<i>Admission shall be made on the basis of merit determined on the basis of marks or grade obtained in the qualifying examination, or entrance test if any.</i>
(ii) MASTER OF BUSINESS ADMINISTRATION (MBA) (2 year degree program)	Bachelor's Degree or equivalent with at least 50% marks in aggregate or equivalent CGPA. The Bachelor's Degree or equivalent qualification obtained by the candidate must entail a minimum of three years of education after completing higher secondary (10+2) or equivalent exam. from any Indian University incorporated by an Act of the Central or State legislature in India or from an institution declared to be deemed as a University under section 3 of the UGC Act, 1956, or from a foreign University recognized by the AIU	<i>Admission shall be made on the basis of merit determined on the basis of marks or grade obtained in the qualifying examination, or entrance test if any.</i>
(iii) Bachelor of Commerce (3 year degree programme)	10+2 examination conducted by Central Board of Secondary Education/ Haryana Board of Secondary Education or equivalent examination from a recognized Board.	<i>Admission shall be made on the basis of merit determined on the basis of marks or grade obtained in the qualifying examination or entrance test, if any.</i>
(iv) Master of Commerce (2 year degree programme)	B.Com./BBA/BA with Economics/Commerce /Marketing /Insurance as a subject or any other examination of a recognized University.	<i>Admission shall be made on the basis of merit determined on the basis of marks or grade obtained in the qualifying examination or entrance test, if any.</i>

FACULTY OF SCIENCES	MINIMUM ELIGIBILITY CRITERIA	SELECTION CRITERIA
(i) BACHELOR OF SCIENCE (B.Sc.) (Medical & Non-Medical) (3 year degree programme)	10+2 examination in Science Stream conducted by Central Board of Secondary Education/ Haryana Board of School Education or equivalent examination from a recognized Board.	<i>Admission shall be made on the basis of merit determined on the basis of marks or grade obtained in the qualifying examination, or entrance test, if any.</i>
(ii) MASTER OF SCIENCE in Physics Chemistry Mathematics Botany & Zoology (2 year degree program)	B.Sc examination or equivalent examination from a recognized university, with relevant/allied subject offered in PG Course.	<i>Admission shall be made on the basis of merit determined on the basis of marks or grade obtained in the qualifying examination, or entrance test, if any.</i>

FACULTY OF HUMANITIES	MINIMUM ELIGIBILITY CRITERIA	SELECTION CRITERIA
(i) BACHELOR OF ARTS (B.A) (3 year degree programme)	10+2 examination conducted by Central Board of Secondary Education/ Haryana Board of School Education or equivalent examination from a recognized Board.	<i>Admission shall be made on the basis of merit determined on the basis of marks or grade obtained in the qualifying examination, or entrance test, if any.</i>
(ii) MASTER OF ARTS (M.A) in English, Hindi, Sanskrit, Economic, Political Science & History (2 year degree program)	Bachelor's Degree or equivalent from a recognized university, with relevant/allied subject offered in PG Course.	<i>Admission shall be made on the basis of merit determined on the basis of marks or grade obtained in the qualifying examination, or entrance test, if any.</i>
(iii) Bachelor of Library & Information Science (1 year Programme)	One Year Programme Bachelor Degree examination from a recognised University.	<i>Admission shall be made on the basis of merit determined on the basis of marks or grade obtained in the qualifying examination, or entrance test, if any.</i>

FACULTY OF PHARMACY	MINIMUM ELIGIBILITY CRITERIA	SELECTION CRITERIA
(i) BACHELOR OF PHARMACY (4 year degree programme)	10+2 examination in science stream from a recognised Board/University obtaining atleast 50% Marks in aggregate, as a regular candidate	<i>The selection will be on merit, based on entrance test to be conducted by the Centre / State /University.</i>
(ii) MASTER OF PHARMACY (2 year degree programme)	Bachelor of Pharmaceutical Sciences examination or equivalent examination from a recognized university.	<i>The selection will be on merit, based on entrance test to be conducted by the Centre / State /University.</i>
(iii) DIPLOMA IN PHARMACY (2 year programme)	10+2 examination in Science Stream from a recognised Board/University, as a regular candidate.	<i>The selection will be on merit, based on entrance test to be conducted by the Center / State /University.</i>

FACULTY OF AYURVEDA	MINIMUM ELIGIBILITY CRITERIA	SELECTION CRITERIA
(i) Upvaida	10+2 examination in Science Stream (Medical Group) from a recognised Board.	The selection will be on merit, based on entrance test to be conducted by the Centre / State / University.
(ii) Bachelor of Ayurvedic Medicine & Surgery (BAMS)	The Candidate should have passed 10+2 examination in Science Stream with Physics, Chemistry & Biology subjects from a recognised Board/University, obtaining atleast 50% marks. He / She should have passed Sanskrit Subject of 10+2 level or will have to pass Sanskrit Subject of 10+2 level along with BAMS Prof-I examination.	The selection will be on merit, based on entrance test to be conducted by the Centre / State / University.
(iii) Doctor of Medicine (Ayurved)	Bachelor of Ayurvedic Medicine & Surgery (BAMS) examination from a recognized University	The selection will be on merit, based on entrance test in conformity with the UGC guidelines.

FACULTY OF NURSING	MINIMUM ELIGIBILITY CRITERIA	SELECTION CRITERIA
(i) PB. BSc. (Nursing)	GNM examination from a recognised Board/ University.	The selection will be on merit, based on entrance test to be conducted by the Centre/ State /University.
(ii) GNM	ANM or 10+2 examination from a recognised Board.	The selection will be on merit, based on entrance test to be conducted by the Centre/ State /University.
(iii) ANM	10+2 examination from a recognised Board.	The selection will be on merit, based on entrance test to be conducted by the Centre/ State /University.

FACULTY OF DENTISTRY	MINIMUM ELIGIBILITY CRITERIA	SELECTION CRITERIA
(i) Bachelor of Dental Surgery. (BDS) 4 year Programme and 1 year internship	10+2 examination in Science Stream Medical Group) with English as one of the subjects, from a recognised Board/ University, obtaining at least 50% marks in aggregate. Note:- The candidate must be of the age of 17 years on 31st December of the year of admission.	The selection will be on merit, based on entrance test to be conducted by the Centre / State /University
FACULTY OF EDUCATION	MINIMUM ELIGIBILITY CRITERIA	SELECTION CRITERIA
(i) Diploma in Education (3 year programme)	10+2 from Haryana Board of School Education/ CBSE or Any other recognised Board.	The selection will be on merit, based on entrance test to be conducted by the Centre / State /University.
(ii) Bachelor of Education (1 year programme)	BA/B.Sc./B.Com/BBA/BCA from a recognized University obtaining atleast 50% marks in aggregate.	The selection will be on merit, based on entrance test to be conducted by the Centre / State /University
(iii) M.Ed. (1 year programme)	B.Ed. from a recognized University obtaining atleast 50% marks.	The selection will be on merit, based on entrance test to be conducted by the Centre / State /University

Note :

1. A student from a University/ Board Not recognized by CBSE/AICTE/UGC/AIU/ MHRD or any other statutory body of Government of India shall not be eligible for admission.
2. Details of eligibility conditions, selection procedure including counselling/sliding/physical counselling procedure and enrollment method and publishing of the results etc. will be given in the Admission Brochure every year.
3. Eligibility selection criteria and other admission rules/guidelines may change from year to year and will be specified on yearly basis in the Admission Brochure after due approvals from the prescribed authority of the University consistent with University Act.

CHAPTER-2**COURSES OF STUDIES IN VARIOUS FACULTIES**

1. University will offer the following courses of studies/programmes for the different Degrees, Diplomas and Certificates under various Faculties:

- (i) **Faculty of Nursing (ANM, GNM, PB. B.Sc. & Ph.D.)**
 - a) Nursing and mid wifery
 - b) Optometry
- (ii) **FACULTY OF ENGINEERING, TECHNOLOGY AND ARCHITECTURE.**
(D. Tech., B.Tech., M.Tech. B.Arch., Ph.D.)
 - a) Civil Engineering (CE);
 - b) Electronics & Communication Engineering (ECE);
 - c) Computer Science & Engineering (CSE);
 - d) Mechanical Engineering (ME);
 - e) Electrical Engineering (EE).
 - f) Electrical & Electronics Engineering (EEE)
 - g) Software Engineering
 - h) Petroleum Engineering
 - i) Textile Technology
 - j) Automobile Engineering
 - k) Chemical Engineering
 - l) Aeronautics Engineering
 - m) Architecture
- (iii) **Faculty of Pharmacy (D.Pharm, B.Pharm., M.Pharm. and Ph.D.)**
 - a) Pharmaceutical Sciences
- (iv) **Faculty of Management and Commerce (MBA, MCA, BBA, BCA, B. Com. M.Com. and Ph.D.)**
 - a) Commerce
 - b) Business Management
 - c) International Business Management
 - d) Portfolio Management
 - e) Hospital Management.
 - f) Hotel & Tourism Management.
 - g) Insurance Management
 - h) Retail Management
- (v) **Faculty of Education (D.Ed. , B.Ed., M.Ed., & Ph.D.)**
 - a) Education
- (vi) **Faculty of Ayurveda (Upvaid, BAMS, MD & Ph.D)**
 - a) Ayurveda
 - b) Unani System of Medicines
 - c) Sidha
- (vii) **Faculty of Dentistry(BDS)**
 - a) Oral Medicine and Radiology
 - b) Oral Pathology
 - c) Preventive Community Dentistry
 - d) Oral Surgery
 - e) Periodontics
 - f) Pedodontics

- g) Orthodontics
- h) Conservative Dentistry
- i) Prosthodontics
- (viii) **Faculty of Humanities (BA, MA, B.Lib., Ph.D.)**
 - a) English and other foreign Languages
 - b) Hindi and Modern Indian Languages
 - c) Music
 - d) Sanskrit, Pali and Prakrit
 - e) Fine Arts
 - f) Journalism
 - g) Economics
 - h) Political Science & Public Administration
 - i) History
 - j) Geography
 - k) Library Science
- (ix) **Faculty of Science (B.Sc., M.Sc., Ph.D.)**
 - a) Chemistry
 - b) Mathematics
 - c) Physics
 - d) Statistics
 - e) Electronics
 - f) Nanotechnology
 - g) Bio-Physics
 - h) Bio-Technology
 - i) Bio- Informatics
 - j) Botany
 - k) Zoology
 - l) Environmental Science

The detailed outlines of studies and the scheme of examination and curriculum have been prescribed in the syllabus of the relevant course.

CHAPTER-3

AWARD OF DEGREES, DIPLOMAS, CERTIFICATES AND OTHER ACADEMIC DISTINCTIONS

The procedure for award of degrees, diplomas, certificates and other academic distinctions by the University shall be as follows:

1. The students who have been enrolled in various certificate, diploma or degree programmes of the university, on successful completion and passing of prescribed examinations for that particular programme, shall become entitled for the award of the corresponding certificate, diploma or degree for that programme, as the case may be.
2. A student would have been deemed to have successfully completed the course and will be eligible to appear in the examination provided he/she has:—
 - a) completed the attendance in theory & Practicals/Seminars etc. separately as provided in the Scheme of Studies for the course.
 - b) completed all the requirements within the stipulated time prescribed for the course.
 - c) no fee/ or any other arrears are pending against him/her.
 - d) submitted examination form and fee
3. Each candidate will be required to obtain pass Marks as specified in the scheme of exams./Regulations for various courses. The candidate passing atleast 50% paper in each examination will be promoted to the higher class unless otherwise provided in the Scheme of Examination. Such candidates will be required to pass the reappear papers within the period as prescribed in the scheme of examination. The University may allow additional chance (s) in genuine cases, on payment of the fee, as may be prescribed from time to time.
4. Unless the regulations for a specific programme require otherwise, the successful students will be classified in division, wherever applicable, as under :
 - a) **First Division with Distinction** – Those who have obtained 75% or more marks
 - b) **First Division** – Those who have obtained 60% or more marks & less than 75% marks
 - c) **Second Division** - Those who have obtained 50% or more marks & less than 60% marks
 - d) **Third Division** - Those who have obtained pass marks but less than 50% marks.
5. Unless otherwise specified in the relevant scheme of examinations, the coursewise grades, where ever applicable, will be awarded to the students by adopting the following scheme :

GRADING SYSTEM			MARKS IN %AGE
Outstanding	A+	10 Points	90 and above
Excellent	A	9 Points	>=80 and < 90
Very Good	B+	8 Points	>=70 and < 80
Good	B	7 Points	>=60 and < 70
Average	C+	6 Points	>=55 and < 60
Below Average	C	5 Points	>=45 and < 55
Marginal	D	4 Points	>=40 and <45
Poor	E	2 Points	<40

6. The provisional degrees and final certificates / diplomas shall be signed by the Controller of Examinations and the final degrees by the Vice Chancellor and the Chancellor.
7. Convocation of the university shall be held every academic year for conferring degrees, diplomas, certificates and other academic distinction and shall be conducted as specified in the Act/Statutes. The dates for the convocation shall be notified by the Registrar well in advance to all the students being awarded degrees, diplomas, certificates etc and other participants with concurrence of the Visitor/ Chancellor.
Note:- If the Vice-Chancellor is satisfied that the Convocation cannot be held for good reasons, the degrees / diplomas shall be awarded without holding a Convocation.
8. The award of Ph. D degree shall be governed by rules as laid down in the Ordinance for Ph.D Programme.

CHAPTER-4

FEE CONCESSION, FELLOWSHIPS, MEDALS AND PRIZES

As provided for in the Act and for encouraging academic excellence as well as helping the economically and socially weaker students, the University shall have various schemes for fee concession and Merit and Merit Cum Means Scholarships:

1. The fee concessions/fellowships/medals/prizes shall be awarded on the recommendation of the Fee concession/Fellowship Committee consisting of the following :-

(i)	Vice Chancellor	---	Chairperson
(ii)	One member of Governing Body	---	Member
(iii)	Dean of Academic Affairs	---	Member
(iv)	Dean of Faculty	---	Member
(v)	One member of respective Faculty	---	Member
	(Not less than the rank of Prof.)		
(vi)	The Registrar	---	Member Secretary

FEE CONCESSIONS

2. The fee concessions to the students of University will be awarded on the basis of merit-cum-means and shall be awarded to 25% of students who are domicile of Haryana in accordance with Haryana Private University Act, 2006. The fee concessions shall be as per Section 36(2) of the Act.
3. Notwithstanding the fee concessions and award of scholarships, all candidates selected for admission will have to deposit their fee as per Chapter 6. On grant of fee concessions and/or award of scholarships, if at all, by the Fee Concession/Fellowship Committee, the fee concession amount will be refunded to the admitted students subsequently, which shall be notified from time to time
4. Fee concessions shall be granted to admitted students in the first year on the basis of the performance in the entrance examination/ merit-cum-means and in the later years on the basis of their satisfactory academic performance during the course of study and as per the conditions laid down under the regulation '*Applicability and Continuity of Fee Concessions*'.

Students already getting fee concessions from any other Government/Non-Government organizations/ institutions shall not be eligible for the fee concession under any Scheme.

5. APPLICATIONS FOR FEE CONCESSION

- (i) Interested eligible candidates shall submit their applications in the prescribed form along with the required proofs on or before the last date notified each year by the University at the commencement of the academic session.
- (ii) Students may be called for interaction with the Committee to help in assessment of the financial position. Failure of the students to come can invalidate the application and/or delay the reimbursement, if at all applicable.

6. APPLICABILITY & CONTINUITY OF FEE CONCESSION

- (i) Must have obtained atleast 60% marks in aggregate in the lower examination.
- (ii) Must meet the attendance criteria of University as per relevant regulations.
- (iii) Must not be suspended for any grave act of indiscipline as decided by the Disciplinary Committee of University in terms of relevant Ordinance.
- (iv) No case of ragging against the student.
- (v) Must have attended all 'Value Added' courses for sharpening his/her career prospects.

7. SCHOLAPSHIPS

- (i) In addition to the fee concession, the University will endeavor to facilitate academic scholarships from industry/ other institutions. The University may enter into MOUs with industry/ other institutions to facilitate the process of grant of scholarship to meritorious students.
- (ii) The University may also constitute merit scholarships as well as scholarships for economically & socially weaker students from time to time, depending upon the budget available and subject to approval

by the Academic Council and the Board of Management, to encourage excellence in academics as well as responsiveness to social needs.

8. MEDALS & PRIZES

- (i) The University shall acknowledge the rankers of each programme (specialization-wise wherever applicable) by awarding them medals to be distributed at the time of Convocation. Students shall also be appreciated by awarding Certificates to those who pass out with distinction or such other criteria as may be approved by the Board of Management.
- (ii) The Board of Management retains the right to deviate from, or suspend, any part of these guidelines for good reason and in the interest of academic standards and/or fairness to students.

The above rules are subject to review and change from time to time as per the prescribed procedure of the University.

CHAPTER- 5**CONDUCT OF EXAMINATIONS AND DECLARATION OF RESULTS**

1. (i) The Ordinance governs the Examination system of University and shall take effect from date of approval of the First Ordinance.
- (ii) Based on the Ordinance the "Examination Conduct Rules" shall be prepared by the University. They shall be read in conjunction with the relevant Ordinance and the Scheme of Examinations.
- (iii) The Ordinance shall be applicable for all examinations conducted by the University.

2. OBJECTIVES

- (i) To conduct the examinations on time and efficiently, under strict supervision, without allowing any malpractice to occur at any stage.
- (ii) To declare the results of the examinations on time and with complete accuracy.
- (iii) To offer the best services to the students and faculty with the overall aim of improving the quality of education provided.

3. ACADEMIC YEAR, DATES & MEDIUM OF EXAMINATIONS**(i) ACADEMIC YEAR**

The academic year runs for a period of approximately twelve months and comprises of two semesters as per the 'Details of courses of study under a programme'.

(ii) DATE OF EXAMINATIONS

The dates of all the examinations shall be as per the University Academic Calendar.

(iii) MEDIUM OF EXAMINATIONS

The Medium of Examinations shall be as prescribed in the scheme of examination concerned

4. DECLARATION OF RESULT

- (1) The university shall strive to declare the results of every examination conducted by it within a period of thirty days from the last date of the examination for that particular course and shall in any case declare the results latest within a period of forty-five days from such date :

Provided that if, for any reason whatsoever, the university is unable to finally declare the results of any examination within the aforesaid period of forty-five days, it shall submit a report incorporating the detailed reasons for such delay to the Government. The Government may, on considering the report shall issue such directions to the university as it may deem fit.

- (2) No. examination or the results of an examination shall be held invalid only for the reasons that the university has not followed the schedule as stipulated in section -37 or, as the case may be, in this section.

Nothing contained in this Ordinance shall be interpreted at a variance to Section 37 and 38 of the said Act.

5. EXAMINATION PROCESS

In order to conduct examinations in an efficient, strict and transparent manner, the system must have its requisite components in place, i.e. paper setting with utmost regard to secrecy, correctness and confidentiality; the physical conduct of the examination with due supervision and invigilation, a fair and an efficient evaluation system and finally the dissemination of results and record keeping of grades in a timely and factually correct manner. For this purpose the Examination Committee and the Controller of Examinations function as outlined in Clauses 8 & 9 below.

6. EXAMINATION COMMITTEE

- (i) The Examination Committee shall consist of the following members:

Dean Academic Affairs

Chairman

Registrar

Member

Dean of Faculty

Member

(To be nominated by the Vice Chancellor)

Three Sr. Faculty Members

(Associate Professor & above to be nominated by the Vice-Chancellor)

Controller of Examinations

Member Secretary

Four members shall form the quorum

(ii) Functioning

- (a) The Examination Committee shall meet at least twice in each semester or as decided by the Chairman and notified by the COE.
- (b) The Committee may also invite any other person as a Special Invitee.
- (c) The Minutes of the meetings shall be prepared and distributed by the COE after due approval of the Chairman.

(iii) Responsibilities of the Examination Committee

- (a) Take all decisions with regard to the Examination System as per Examination Conduct Rules.
- (b) Oversee the affairs of the Controller of Examinations and guide, suggest and issue instructions to the COE from time to time.
- (c) To scrutinize the duly validated complaints against the question papers and to take necessary action.
- (d) To exercise such other powers as the Academic Council may delegate to it from time to time

7. CONTROLLER OF EXAMINATIONS (COE)

- (i) Subject to the Ordinances framed and directions issued by the Academic Council, the Controller of Examinations shall be the overall In-charge for planning, conduct and administration of the Examination system. He shall be responsible for the timely conduct of examinations in a disciplined, efficient and transparent manner. He will issue and maintain all notifications, circulars and instructions related to the examinations.
- (ii) The COE shall be responsible for all arrangements connected with the conduct of examinations, including examination rooms, seating, answer books, question papers, display & record of results.
- (iii) The COE will be responsible for the declaration of the results.
- (iv) The COE will work in close co-ordination with Dean Academic Affairs.
- (v) The COE will submit a '*Report on Examination*' after each Semester/Annual Examination to include (but not limited to) attendance, Unfair means cases, invigilation and overall conduct of the examination and declaration of results, highlighting any noteworthy occurrence.

8. PRE EXAMINATION PROCEDURE

- (i) **SCHEDULE OF EXAMINATIONS** At the beginning of the each academic year but not later than 30th August of each year the Controller of Examinations shall issue the notification of examinations for each and every Programme of study, in accordance with the Academic Calendar which shall be strictly adhered to.

(ii) ELIGIBILITY CRITERIA

No candidate shall be eligible for appearing in an examination unless he/she-

- (a) Has submitted the duly completed Examination Form.
- (b) Has been registered in the said course as a student in accordance with the existing rules of University.
- (c) Fulfils the minimum academic requirements mentioned in relevant ordinances/Scheme of Examinations for appearing in an examination.
- (d) Fulfils the prescribed Attendance Rules.

(iii) ADMIT CARDS

The COE shall issue an Admit Card complete with photograph, specimen signature and Roll Number in favour of a candidate if the candidate is eligible for admission to the examination.

- (vi) **MISREPRESENTATION OR SUPPRESSION OF INFORMATION** if detected in the Examination form filled by the candidate the same shall result in his/ her results being withheld and fees forfeited, apart from initiation of disciplinary proceedings against the candidate.

(v) DISPLAY OF EXAMINATION SCHEDULE

The COE shall issue and display the Examination Schedule for examinations on the Examination Notice board for the information of all concerned. COE will further ensure that this information is also displayed on the University official website.

9. EXAMINATION PROCEDURE (CONDUCT OF EXAMINATIONS)

- (i) **PANEL OF EXAMINERS:** This Panel includes internal and external experts drawn from the Board of Studies and approved by the Vice Chancellor. It shall be called to perform various functions like setting of question papers, evaluation of answer sheets.
- (ii) **INTERNAL EXAMINERS:** This group includes all faculty members teaching any of the courses. They shall participate in the entire evaluation process during the semester to include evaluation of projects, tutorials, assignments, class tests, quizzes and checking of answer sheets of examinations.
- (iii) **PAPER SETTER:** He/she is one of the internal or external examiners appointed by the Vice- Chancellor for the purpose of setting of question papers for a said course for annual/semester examinations.
- (iv) **QUESTION PAPER SETTING:** COE will request the concerned Paper Setter for setting of question papers well in time. The paper setter will submit the question papers (hard copy only) to the Controller of Examinations in a sealed cover, who after due verification of the particulars of paper setter shall arrange printing of question papers at his/her level.
- (v) **PRACTICALS:** There will be no centralized arrangement for the practical examinations. The faculty member teaching the course will take the end semester practical examination, as per scheme of examination. Notice to the students will be given by the concerned Department faculty, at least one week before the end semester exam.
- (vi) **PRINTING OF QUESTION PAPERS:** In-house photocopy/ printing of question papers will be the sole responsibility of COE ensuring complete confidentiality.

10. EXAMINATION SUPERINTENDENT

- (i) For Semester/Annual examination, the Vice Chancellor may appoint one faculty member from any Faculty / Department, as Examination Superintendent. At least 3 days before the commencement of examinations, the Examination Superintendent shall be provided with a Superintendent's Packet containing Book of instructions, invigilation guidelines, Roll No. of candidates appearing in the examinations along with their attendance chart, and all other examination materials by the office of the COE.

11. INVIGILATORS AND SUPERVISORY STAFF

- (i) Required number of Invigilators and other Supervisory staff drawn from faculty of the University shall be provided by the Departments/ Faculties for the smooth conduct of examinations. Once the names have been received from the HODs, the COE shall issue the list of Invigilators and Supervisory staff, allotting their respective Examination duties.
- (ii) **OBSERVER / FLYING SQUAD:** The Vice Chancellor shall appoint an Observer or Flying Squad who shall be provided with the Schedule of examinations and can choose the day /time for their random visits to the Examination centre. The Observer /Flying Squad shall submit their written report in a sealed cover of the Vice Chancellor, if felt necessary.
- (iii) **PROVISION FOR WRITER:** In case of major sickness/ disability of the candidate due to which he/she cannot write his/ her own paper, the candidate may apply, along with a Medical certificate issued by a Senior Doctor from a Hospital, addressed to the Controller of Examinations to allow him/ her a Writer to write the papers on his/ her behalf. The Controller of Examinations after examining the case, and if satisfied may grant permission for the same. COE will ensure that the Writer provided to the student by the University does not have any knowledge of that subject/ paper.
- (iv) **DISPLAY OF SEATING AND DAILY REPORT:** The Examination Superintendent shall display on the Examination Notice Board the room numbers, directing the students to the concerned rooms, one day before the commencement of the examination.

The Examinations shall be conducted on the scheduled date/ time as notified by the COE. In case of unavoidable circumstances, if any examination is postponed/ rescheduled, the students shall be notified of the same by COE on the Examination Notice Board and University official website. No individual information shall be sent to candidates.

12. UNFAIR MEANS IN EXAMINATION

- (i) **The following will constitute the Use of Unfair Means:**
 - (a) Any candidate found having in his possession or accessible to him/her or nearby him/her, any papers, books or notes, pen drives, electronic devices (except non programmable calculators), written or printed matter or any kind of unauthorized material.

- (b) Writing during the examination hours on any paper other than the answer-book, any portion of the question paper.
 - (c) Talking to another candidate or to any person other than the members of the Examination Staff, in or outside the Examination Hall.
 - (d) Consulting notes/books outside the Examination Hall.
 - (e) Copying from some book or notes or from the answer of some other candidate or helping another candidate.
 - (f) Receiving or giving help from/ to another candidate during the examination including receiving/sending SMS or any electronic messaging.
 - (g) Disclosing his identity deliberately or making any distinctive mark in his/her answer book for that purpose or making an appeal to the Examiner through the answer book or using abusive language on the answer-book; communicating or attempting to communicate directly or indirectly through a person, relative, guardian or friend to the Invigilator/Examination Supdt. or any other official with the object of influencing them.
 - (h) Swallowing/destroying any notes, paper etc. found with him/ her.
 - (i) Failure of handing over his/her answer-book to the Invigilator or taking away his/her own answer book, out of the examination hall.
 - (j) Found guilty of destroying or attempting to destroy the evidence or any University property.
 - (k) In case, a person, who is not a bonafide candidate if found guilty, is found to be taking an Examination on behalf of a bona fide candidate, it will be assumed that this impersonation is being done at the instance and with the connivance of the bonafide candidate and action against such a person and the bonafide candidate would be taken as under:
 - (i) The bonafide candidate, who did not take the Examination himself/herself, shall be debarred from pursuing any course of studies or from appearing at any Examination of the University in future.
 - (ii) In case the person, who has impersonated the bonafide candidate, is a student of the University, he/she shall be debarred from taking any Examination of the University in future.
 - (iii) If the person, who has impersonated the bonafide candidate, is not a student of the University, he/she may be handed over to the Police for appropriate action.
- (ii) **Discipline - Expulsion from Examination:**
- (a) Candidates shall maintain absolute discipline in the examination hall. If a candidate disobeys the instructions of the invigilator(s) or misbehaves in any manner, he/ she can be expelled from the examination by the Examination Superintendent, if necessary.
 - (b) If a candidate acts in a violent manner or uses force or makes a display of force towards any invigilator or any other staff/person at the Examination Center or acts in a manner likely to hinder the authorities in discharging their duties, the Examination Superintendent may expel the candidate from the examination.
 - (c) If a candidate brings any dangerous weapon at the examination center he would be expelled from the examination and disciplinary action initiated against the candidate.
 - (d) Candidate expelled on any of the grounds mentioned above may not be allowed to appear in the subsequent papers, based on the reasons for expulsion.
 - (e) All disciplinary matters /Unfair Means Cases shall be forwarded to the Chairman UMC Action Committee by COE. The UMC Action Committee may punish a candidate by canceling his examination and/or debaring him from appearing in any examination of the Institute for one or more years after giving the candidate an opportunity to Show Cause and after considering any explanation submitted by the candidate and all available evidence and facts of the case.
- (iii) **Procedure for award of the punishment under unfair means cases:**
- (a) The COE shall send a Show cause Notice to the candidate, followed by requirement to attend a hearing of the student alleged to be guilty of malpractice/ using unfair means, asking him/ her to submit his/ her plea in writing and appear personally before the UMC Action Committee on a fixed date, time and place.

- (b) The COE shall place the Unfair means case (s) before the UMC Action Committee for a decision in a time bound manner. The UMC Action Committee shall consider the reply to show cause, all available evidence, statements and facts of the case and decide on the action to be taken.
- (c) In case the candidate does not appear before the Action Committee on the date and time of hearing as mentioned in the Show Cause Notice, the case will be considered *ex parte* and disposed off after due consideration of facts of the case, available evidence and records, without any further chance provided.
- (d) Recommendation of the UMC Action Committee shall be conveyed to the Chairman Examination Committee, who after satisfying himself with the action to be taken shall promulgate the award of punishment, notifying to all concerned.

(iv) **Unfair Means Action Committee shall be constituted by the Vice-Chancellor every year. Its tenure shall be from 1st July to 30th June.**

(v) **APPEAL TO THE VICE-CHANCELLOR**

A candidate may appeal to the Vice-Chancellor within fifteen days of issue of Notification of punishment by the Controller of Examinations. If he (the Vice-Chancellor) deems proper, may pass orders for reconsideration by the Unfair Means Action Committee.

13. POST EXAMINATION PROCEDURE (EVALUATION OF ANSWER BOOKS):

- (i) **EVALUATION OF ANSWER BOOKS:** Annual/Semester Examination : Answer books shall be evaluated centrally in the University premises, by the Internal/external Examiners.

MODERATION/VETTING: Vetting of evaluation of answer scripts through random selection shall be done under arrangements of the HOD to ensure fairness and uniformity in the evaluation process.

- (ii) **SHOWING OF ANSWER BOOKS:** The procedure of revaluation and Identification of Answer Books shall be prescribed in the regulations.

- (iii) **SUBMISSION & DISPLAY OF RESULT:** Compilation of results including due check of all its aspects will be done at the level of Controller of Examinations. HODs will forward the marks of Internal assessment to the Controller of Examinations, who will carry out data check, marks and bring out discrepancies, if any, to the immediate notice of HOD concerned. After rectifications are ensured, the Controller of Examinations shall display the final result.

- (iv) **DECLARATION OF RESULTS:** The results will be declared by the COE by displaying them on the Examination Notice Board and University official website. The date of declaration of the results shall be in accordance with the schedule given in the Academic Calendar but in no case later than 30 days or 45 days, as the case may be after the last date of examination.

- (v) **CUSTODY OF EVALUATED ANSWER BOOKS:** The Controller of Examinations will retain the evaluated answer books in safe custody for a period of six months from the date of results. Thereafter, these answer books shall be destroyed, keeping due records of the destruction.

- (vi) **LOSS OF ANSWER BOOK OF ANY CANDIDATE:** A candidate, whose answer book is lost, after having been received by the Concerned Invigilator shall, unless he/she opts for re examination, be deemed to have obtained marks/ grades in that paper equal to the average marks obtained by him/ her in the other papers of that examination. If there is any dispute in this matter, the decision of Vice Chancellor shall be final.

- (vii) **IMPROVEMENT OF RESULT:** Students will be allowed to improve their division/score by reappearing in one or more theory papers after completion their degree, as per procedure explained in the scheme of examination/regulations.

14. AWARD OF GRACE MARKS

- (i). 1% grace marks will be awarded to a candidate in the manner as may be prescribed in the scheme / regulations which will be framed keeping in view the guidelines of the Regulatory Bodies (MCI, DCI, BCI, CCIM etc) if any.

- (ii) 1% grace marks will be awarded to a candidate to improve score from 54% to 55% in MA/MSc/M.Come/M.P.Ed. and the division from II to I and III to II. However, the grace marks already awarded under (i) above shall be deducted.

- (iii) Grace marks will not be awarded in any of the courses under the faculties of Medical Sciences, Dental Sciences, Pharmaceutical Sciences and Ayurvedic & Unani System of Medicines, unless otherwise permitted by the MCI, DCI, PCI and CCIM

15. AWARD OF DEGREES/ CERTIFICATES/ GRADES

- (i) **DEGREE:** Each successful candidate shall be awarded a Degree of having successfully completed the entire programme of study. Degrees and Consolidated Result Cards shall be awarded with the name and logo of University.
- (ii) **MIGRATION CERTIFICATES:** A candidate, who has passed the final examination of a programme or who wishes to leave the University on completion of part examination, may apply for Migration Certificate from the University. The Migration Certificate shall be issued by the University as per the guidelines issued from time to time. The candidates leaving the University in mid-course will have to deposit the fee for the remaining course for issuance of the migration certificate.

16. DISSEMINATION OF INFORMATION

All Notices or Circulars regarding the conduct of examinations, date sheets, results and the payment of fees etc. related to examinations will be displayed by the Controller of Examinations on the Examination Notice Board of the Institute and the same will also be displayed on the University website. Students must see the Examination Notice Board and refer to University website for all information regularly and get updated. The University shall not be held responsible if any student misses to note the information on the Notice Board/Website.

17. INTERPRETATION OF RULES AND JURISDICTION

In case of clarification on any of the clauses in the Ordinance, the interpretation of the Vice-Chancellor shall be final and binding. The jurisdiction on any legal matter arising out of this Ordinance shall be the Courts of Rohtak, Haryana only.

18. The Ordinance is subject to change from time to time with the approval of the competent Authority.

CHAPTER- 6

FEE STRUCTURE

The fee structure of the University shall be designed to be adequate to cover the costs of providing quality education including modern infrastructure, well equipped labs for practical orientation, drawing and retaining the best, well qualified & experienced faculty providing special professional courses to enhance employability of students and creating abundant other necessary facilities for all round professional development of students. At the same time, the University shall also ensure full compliance to its obligations under the Act to provide fee concessions to the specified categories of the students .

1. FEE STRUCTURE

- (i) The University shall, from time to time prepare its fee structure and shall send it for information to the Government of Haryana at least 30 days before the commencement of the academic session.
- (ii) The fee structure for the 25% of the students who are domicile of Haryana shall be based on merit-cum-means and be as follows :-
 1. 5% out of the 25% shall be granted full fee exemption.
 2. 10% out of the 25% shall be granted 50% fee concession.
 3. The balance 10% of the 25% shall be granted 25% fee concession.
- (iii) No other fee/fund (except Hostel fee) by whatsoever name called shall be payable by a student, other than prescribed in the year of his/her admission.
- (iv) While fixing the fee structure, the University will take due care to ensure that it retains its unaided self financed status by recovering its actual revenue and capital costs including the interest payable on loans and the fee concessions awarded as per the Act.
- (v) The University may prescribe a different fee structure for each course, for Resident Indian Students and for children/wards of Non Resident Indians.

2. PAYMENT – MODE & SCHEDULE

- (i) The total fee for the year will be payable in two equal bi-annual installments and cannot be paid in part or sub-installments.
- (ii) Fees can only be paid by Demand Draft or Cash. All demand drafts shall be made favouring ' University' and shall be payable at Rohtak. However, no cheques will be accepted.
- (iii) Fee paid by a student is not refundable under any circumstances in part or whole after commencement of the academic session.
- (iv) Student must obtain a receipt for every payment made to the University as that shall constitute the only proof of payment.

CHAPTER- 7**HOSTEL/STUDENT RESIDENCES**

1. The University shall provide convenient & suitable residential accommodation to its non – day scholars desirous of having hostel accommodation on Campus. Hostel accommodation, on a shared basis, shall be arranged by the University, separately for boys and girls.

2. GENERAL

- (i) All the hostel rooms shall be furnished with beds, study tables, chairs and cupboards and equipped with ceiling fans and lights. Special facilities for air coolers as use on extra payment basis may also be provided. The students who are interested in installing air coolers will have to apply for the same and then install it and pay the actual electricity cost as prescribed. Besides, for all its residents, the Hostel shall consist of a common dining hall, a common recreation room with a T.V., incoming call facility, a Kitchen and common bathrooms. Geysers shall be provided in all bathrooms.
- (ii) Being a fully self financed, unaided University, the hostels shall not be subsidized by the University in any manner. It shall be run as a self financed hostel on a no profit no loss basis by recovering all actual costs of running and maintaining the said hostel and mess, including its rent. The actual cost is to be recovered equitably from all students occupying the hostel. The University may outsource the hostel services to an external agency, if required, under the overall management of the University.
- (iii) If it is found at any point, even after the hostel has been occupied, that all the actual costs of running and maintaining the said hostel are not being recovered, the University reserves the right to recover the actual cost equitably from all the residents.
- (iv) Hostel accommodation shall be given for one year at a time commencing from the start of Academic Year.

3. APPLICABILITY

Accommodation in the hostel cannot be claimed as a matter of right by any student. All students enrolled with the University as regular students except ex-students are entitled to apply and be considered for hostel accommodation.

4. PROCEDURE FOR SEEKING THE HOSTELS ACCOMMODATION**ADMISSION**

A student admitted to the University and desirous of seeking hostel accommodation may apply filling in the prescribed application form available with the In charge Admission, at the beginning of every academic year. The dates for the same shall be put on the notice board of the hostel. The In charge, Admission then shall send the filled forms to the Dean Students Welfare. The decision of the Dean Students' Welfare is final and binding. Once the decision is taken, the list of selected students shall be displayed on the Notice Board. On deposit of the hostel fees with the Accounts Section, a list of names with receipt of payment shall be sent to the Hostel Warden.

The decision of the Dean Students' Welfare of the University in accepting or rejecting any application and in granting or refusing admission and in all matters relating to the efficient running and maintenance of the hostel shall be final and binding on all concerned and the University shall not be obliged to assign any reason and / or explanations whatsoever in this regard.

5. CRITERION FOR SELECTION

- (i) All applications submitted for hostel accommodation by the last date prescribed shall be scrutinized by the Dean Students' Welfare of the University in consultation with the Warden of the hostel.
- (ii) **The following parameters shall be considered for granting admission to the hostel:**
 - (a) Preference shall be given to any student who is suffering from any physical disability (but is self dependant) and for whom, commuting to the University on a daily basis, shall be a problem.
 - (b) Where no physical disability exists, academic performance in the class XII examination or university exam, whichever is later, shall be considered. A student with higher marks shall be given preference.
 - (c) Candidates coming from longer distances will be given preference.
 - (d) Preference shall also be given to students who have not availed themselves of hostel accommodation earlier.
 - (e) Any student who has been expelled from the hostel and / or University in the past or whose conduct has been unsatisfactory and whose presence is likely to disturb the peace and dignity of the hostel and its other residents shall not be considered for hostel admission.
 - (f) Local candidates in special cases can also avail themselves of hostel facilities by seeking permission from the Vice-Chancellor.

6. DISTRIBUTION OF HOSTEL ACCOMMODATION

Every student admitted to the hostel shall be bound to accept the room allotted to him/her. He/she cannot change the room under any circumstances. Once a student is admitted to the Hostel he / she shall have to submit relevant undertaking for abiding by the rules.

7. HOSTEL CHARGES

Fees shall be determined by the Committee constituted for the purpose on an annual basis. Once the fee has been determined, it shall be applicable for the academic year.

For the purpose of determining fees, the Hostel Committee shall consider all actual costs in the running and maintenance of the hostel and its mess, including its rent, which shall be run in a cost effective manner.

Fees shall be payable in advance for each semester (starting from the first day of classes till the last day of Exam of the semester) and not later than the last date specified from time to time. In case a student admitted to the hostel fails to pay the fees in time, his/her hostel admission shall stand automatically cancelled, without any further obligation on the University to issue notice of such cancellation. In such a situation the Dean Students' Welfare can allot the seat to another student, at his discretion.

Hostel fees once paid is not refundable under any circumstances, even in case a candidate withdraws or is withdrawn during mid course i.e. while the semester is underway. Lastly, fees are to be paid in whole and not in parts.

8. LIMITED LIABILITY

It must be expressly understood that the University or its employees shall not be held responsible in any manner whatsoever in case of any injury and / or loss of life or belongings of any hostel resident due to theft, burglary, fire, riot or any natural calamity or any other circumstances whatsoever.

9. GENERAL DIRECTIVES FOR HOSTEL RESIDENTS

Students admitted to the hostel are assumed to be well behaved and of sufficient maturity and self-confidence to enable them to live in an adult environment. Such a living involves full respect for the rights of others; a regard for self-discipline and a high standard of honesty and moral conduct. It may be emphasized that these directives are framed not to restrict the conduct of individuals but to ensure that a large student body lives and work harmoniously together with a minimum of friction and misunderstanding:

- (i) All residents are required to maintain standards of behavior expected of students of a prestigious Institution. They are expected to behave courteously and fairly with everyone both inside and outside the campus.
- (ii) "Ragging is prohibited as per decision of the Hon' ble Supreme Court of India in its order dated 08/05/2009 in the case titled "University of Kerala Vs Council, Principal's College Kerala & others" bearing CA No. 887/2009. Ragging, eve-teasing and /or any kind of mental or physical harassment, either directly or indirectly, of any student(s) by whatsoever name called may hurt the sensibilities or self esteem of a student(s), inside or outside the University and/or its hostels(s)/mess. Freshers are encouraged to report incidents of ragging. Those who do not do so even when being witnesses or victims, should also be punished suitably. When the persons committing or abetting the crime of ragging are not identified, collective punishment could be resorted to as a possible deterrent measure, as it would ensure community pressure on the potential raggers not to indulge in ragging.
- (iii) Rules and Regulations of Hostel shall be prepared by the University, based on this Ordinance as may be framed from time to time and approved by the Academic Council.

10. VISITORS

No female visitor will be allowed entry into the boys hostel. Similarly no male visitor shall be allowed to enter girls hostel. Only such visitor(s) will be allowed to meet a resident if his/her name has been submitted by the residents parents /guardian as an approved visitor.

11. RESPONSIBILITIES OF HOSTEL RESIDENTS

- (i) Damage to the hostel property by student residents will be compensated by defaulting residents.
- (ii) Residents should not indulge in practices / activities, which may endanger their own personal safety as well as others.
- (iii) Residents are required to be conscious of the environment in which they live by keeping it clean, healthy and presentable. Students should not throw litter indiscriminately.

- (iv) The residents of the hostel are responsible for the safe keeping of their personal belongings. They are advised to keep them under lock (preferably a branded one) all valuable items such as Laptop, Mobile Phone, etc. and lock the room even when they are out for a short period.
- (v) Any case of theft should be reported promptly to the Hostel Warden.
- (vi) The jurisdiction of University is confined to the campus/hostel premises. If students create law and order problems outside the campus/hostel premises, they are answerable to the police/civil authority.

12. MEDICAL AND EMERGENCY AID

- (a) The Hostel has First Aid and primary health kit for its residents. However, in case of any medical emergency that may require hospitalization, the student will be moved to the nearest hospital and the local guardian / parent shall be informed accordingly. In such a situation, all medical and other expenses of the treatment/well being of the student shall be payable by the respective parent. Authority for immediate/emergency operation shall be given by the parents (in advance) in the name of the Registrar at the time of admission to the hostel.

(b) EMERGENCY AID

In the event of an emergency, like fire, theft, housebreak, electricity /water failure, etc., the resident Matron has all the necessary telephone numbers available for contacting the right agencies /offices.

13. COMMITTEES

In order to facilitate the smooth functioning of the Hostel, Committees shall be formed which will ensure that the Residents of the hostels are able to play an active role in helping the authorities to run the hostel effectively.

14. RECREATIONAL/SPORTS FACILITY

Provision for indoor and outdoor games Lawn Tennis, Badminton, Table Tennis, Chess, Carom, Basketball, etc. shall be made in the Hostel/ University Campus.

15. DISCIPLINE

Any breach of Hostel rules shall invite an enquiry and if the student is found guilty, then the Hostel Committee shall take disciplinary action as deemed fit, depending on the case, including expulsion from the hostel.

CHAPTER- 8

DISCIPLINE – STUDENTS

The University shall provide the healthiest environment for learning, particularly to its female students, without infringing the academic freedom and rights of any of its students. All disciplinary action cases shall be dealt with in a fair and transparent manner.

1. Objective

- (i) Every student in the University shall at all times display good behavior, show diligence in studies, maintain decorum and dignity, take due interest in co-curricular activities, observe a code of conduct both within and outside the campus in a manner befitting to the student of University of national stature and observe all the rules of discipline of the University.
- (ii) Each student shall show due respect and courtesy to the teachers, administrators, and other employees in and outside the University and good neighborly behavior towards the fellow students including residents in surrounding areas or around the hostel.
- (iii) Any violation of the code of conduct or breach of any rule or regulation of the University by a student shall constitute an act of indiscipline and shall make him/her liable for disciplinary action which will be taken by the duly constituted Disciplinary Committee.

2. COMPOSITION OF DISCIPLINE COMMITTEE – The Discipline Committee consisting of the following will be responsible for maintaining discipline among students:

- (i) Dean Students Welfare (Convener);
- (ii) Proctor;
- (iii) Two teachers (atleast one woman teacher) appointed by the VC;
- (iv) One UG student nominated by the Dean Academic Affairs when the student under investigation is an undergraduate student;
- (v) One PG student nominated by the Dean Academic Affairs when the student under investigation is a PG student;
- (vi) The Registrar.

(The term of office of members of the Students Discipline Committee shall be one year)

3. ACTS OF INDISCIPLINE – The following shall constitute acts of indiscipline and the students indulging in any of them shall be liable to disciplinary action against them:

- (i) Disobeying the teachers and displaying misdemeanor within and outside the University premises.
- (ii) Indulging in vandalism/violence and damaging University and / or Public property or property of any other person.
- (iii) Demonstrations, inciting protests, distributing hand bills etc.
- (iv) Use of mobile/satellite phone within the Campus.
- (v) Quarrelling, fighting and passing derogatory remarks in the University premises against its fellow students/ teachers / employees / canteen and mess workers etc.
- (vi) Indulging in ragging directly or indirectly, which is strictly prohibited as per Supreme Court Ruling.
- (vii) Possession and use of firearms, weapons and potentially dangerous instruments, etc.
- (viii) Consumption, carrying and sale of drugs / alcohol / intoxicants / tobacco etc.
- (ix) Any type of harassment whether physical, verbal, mental, sexual or electronic.
- (x) Any other act which the Disciplinary Committee may determine to be undesirable.

4. PROCEDURE FOR PUNISHMENT

When a student is found indulging in any breach of discipline, misconduct, unruly behavior, provocation, instigation, harassment, idleness, any faculty or staff or student can report the matter in writing to Disciplinary Committee of the University for appropriate Action.

5. THE VARIOUS STEPS FOR DISCIPLINARY ACTION SHALL BE AS UNDER

- (i) **COMPLAINT RECEIVED:** All disciplinary cases requiring redressal need to be initiated or reported by any complainant (Faculty/Staff/Students) to the Chairman Disciplinary Committee (CDC) in writing. Depending on the gravity of the offence, if the CDC is convinced that prime facie evidence exists against the defaulter, the CDC can suspend the student pending investigation.

- (ii) **INVESTIGATION:** After having the matter investigated a warning will be issued to the defaulter and the written apology shall be filed in the student record held with the Warden. The CDC may close a case with a written apology by the defaulter and his/her parents.

If any investigation is required, the CDC may ask one or more members of the Disciplinary Committee for any further inquiry into the matter. The CDC will issue a Show Cause Notice, based on the facts of the case within 24 hours of the complaint/inquiry.

- (iii) **SHOW CAUSE NOTICE:** The Show Cause Notice will be issued to the defaulter, giving brief details of the incident. The reply by the defaulter will be submitted to the CDC by hand within 24 hours. If the CDC is not satisfied with the reply, the Dean Students Welfare will issue a letter to the defaulter, to appear before the Disciplinary Committee, (if necessary, along with his/her parents) on a specified date/time. A copy of this letter will be sent to all the members of Disciplinary Committee for their attending the meeting.

(iv) **DISCIPLINE COMMITTEE MEETING:**

- (a) Presence of a minimum of three members is mandatory for Discipline Committee meeting to be held.
- (b) Discipline Committee will generally meet once a month or on the date/time specified by the Chairman as and when required. The Committee shall decide the punishment within two days and issue the punishment award letter where found guilty. The award of punishment will also be put up on the Discipline notice board along with photograph of defaulter.
- (c) Copies of punishment award shall also be sent to the Vice-Chancellor, Dean Academic Affairs, Department concerned, Registrar, Deputy Registrar, and Training and Placement Officer as required.

6. **PUNISHMENTS:** One or more of the following punishments can be awarded by the CDC:

- (i) Written warning, recorded in dossier of student.
- (ii) Deduction from General Proficiency marks.
- (iii) Withdrawal of any academic or other University activity, privilege, benefit, right or facility.
- (iv) Payment of compensation to make good any damage or defacement to University or any other property or assets caused by the student.
- (v) Suspension for 3/5/7/10 days or more, with effect on attendance.
- (vi) Reflect the act of indiscipline in the Character Certificate.
- (vii) Debar from all or certain number of Campus Placements.
- (viii) Debar from one Sessional Examination.
- (ix) Rustication for one semester/year.
- (x) Expulsion

7. As regards 6 (iv) above, the defaulter can be given depending on merits of the case an option to undertake University Community Service, such as work at Library, Records, Security, Administration, Sports, Editorial work. This shall constitute attendance for the period under suspension. His/her attendance shall be marked for the duration of work done and will be considered towards overall attendance. However, if he/she is not granted this option or does not opt for Community Service, the period under suspension will have full effect on attendance.

8. In case a student remains suspended for conduct of an inquiry under Clause 5(ii), such a period shall be reckoned in the calculation of his/her attendance provided he/she is found innocent.

9. In cases where an offence involves action by Police, the matter will be referred to the Registrar who will ensure that a Police case is filed and an FIR lodged. Such cases will be fully dealt by Police and the individual will remain suspended till completion of investigation of the case but without benefit of attendance. Police cases will invariably include ragging of any kind.

10. Appeals, if any will be dealt with by the Vice Chancellor whose decision in the matter will be final and binding shall be final.

11. Only those cases will merit review by the Vice-Chancellor where any new information or evidence is produced by the defaulter, other than what has already been considered by the Discipline Committee.

12. Discipline Rules of the University are subject to change from time to time with the approval of the prescribed Authority.

CHAPTER-9
COOPERATION AND COLLABORATION WITH
OTHER UNIVERSITIES AND INSTITUTIONS

1. The University shall seek cooperation and collaboration with existing Universities and Institutions/Organization of Higher Education in India and abroad and may execute a Memorandum of Understanding (MOU) wherever necessary detailing the extent and areas of cooperation, as mutually agreed upon.
2. The University shall seek cooperation with foreign institutions of high international standards, and where any potential for collaboration is found mutually beneficial, broadly in the areas of :
 - (i) Faculty exchange programmes.
 - (ii) Student exchange programmes.
 - (iii) Collaboration in research and development in emerging areas and Ph.D. programmes.
 - (iv) Exchange of data, documentation and research material in the fields of mutual interest.
 - (v) Any other areas of common interest.
3. The University shall seek cooperation and collaboration with existing Universities/ Institutes/ Industries in India and abroad in the areas of curriculum design, industrial training, project work, research, consultancy and dissemination of knowledge, summer internships, placements etc.
4. The University shall seek cooperation with existing Government organizations and Research institutions in India in the areas of research and consultancy projects of the Government and to organize conferences/seminars and workshops in collaboration with them.
5. The University shall seek cooperation and collaboration with existing organizations, institutions and industries in India, both Government and Private for providing teaching, training, research and also special guidance to the students of economically weaker sections of the society and to the teachers of faculties and colleges in the state where necessary.
6. The scope of co-operation may be reviewed from time to time and may be amended as required with the approval of the prescribed Authority.

CHAPTER – 10**CREATION, COMPOSITION & FUNCTIONS OF ANY OTHER****BODY FOR IMPROVING ACADEMIC LIFE**

The University may established Campus Development Committee, Faculty Club, Community Club, etc. for the development of Campus and for creating congenial environment on the Campus. The Constitution and Functions of these bodies will be prescribed in the Regulations.

CHAPTER-11
ORDINANCE FOR DOCTOR OF PHILOSOPHY (PH.D)

PART-A

PRE-Ph.D. EXAMINATION

1. The duration of the Pre Ph.D. Course shall be of one semester and its examination shall be held on such dates as may be fixed by the University.
2. The last date of receipt of examination forms and fees shall be fixed by the University from time to time.
3. The minimum eligibility conditions for admission to Pre Ph.D course shall be:-
 - (i) Master's degree with at least 55% marks in aggregate in the subject concerned or in allied subject (50% for SC/ST candidate)

4. PROCEDURE FOR ADMISSION TO PRE Ph.D. COURSE

- (i) Applications for enrolment to Pre-Ph.D. course shall be advertised once in a year normally in the month of June/July.
- (ii) The University shall make admissions to Pre-Ph.D. course through an Entrance Test, the syllabus of which will be decided by the committee constituted by the Vice-Chancellor.
- (iii) Entrance Test will be of 100 marks and a candidate must secure 50% marks to qualify the same (45% for SC/ST candidates).

5. EXEMPTION FROM ENTRANCE TEST

The following categories of candidates are exempted from Entrance Test:

- (a) The candidates who have qualified UGC/CSIR(JRF/NET)SLET/GATE or any other similar examination as the case may be.
- (b) Teacher Fellows of the University.
- (c) Regular teachers of the University.

6. CRITERIA FOR PREPARING MERIT LIST

In case number of applicants who qualify the entrance examination alongwith the applicants who are exempted from entrance test is more than the number of seats for this course, then the merit list for admission to Pre-Ph.D. course shall be prepared by the Department according to the following criteria:-

- (a) 30% marks of the percentage of marks in the Master's degree examination.
- (b) 10% marks of the percentage of marks in the Bachelor's degree examination.
- (c) (i) 30% marks of the percentage of marks in the entrance test.
OR
(ii) Weightage of 30 marks to those candidates who have qualified for JRF.
OR
(iii) Weightage of 25 marks to those candidates who have passed NET or its equivalent tests such as GATE Fellowship.
OR
(iv) Weightage of 20 marks to those candidates who have passed SLET (State Level Eligibility Tests)
OR
(v) Weightage of 2 marks for each year of teaching experience subject to maximum of 20 marks.
- (d) Two marks for each research publication in refereed journals subject to the maximum of 10 marks.
- (e) Candidates who have passed Master's examination from BMU =5 marks.
- (f) Interview = 15 marks.
- (vi) While granting admission to students to Pre-Ph.D. programs, the Department/Institute will pay due attention to the State level Reservation Policy.
- (vii) Admission Committee will consist of Head of the Department and teachers of the Department / allied Deptts. having Ph.D. Degree.

Note: The above criteria will be subject to changes as decided by the University from time to time

7. COURSE WORK

The Department concerned shall design the Pre-Ph.D. course as per UGC guide lines. "The Pre Ph.D course must include a course on Research Methodology which may include quantitative methods and computer applications. It may also involve review of published research in relevant area".

The Head of the Department may allow a candidate to undertake any course work in any other reputed educational Institution duly approved by the University. Such a student shall furnish a certificate from the Head of the Institution with regard to fulfilling the attendance requisition.

8. The amount of the examination fee to be paid shall be governed by the rules applicable from time to time.

9. Every candidate shall be examined in the subject(s) as laid down in the syllabus prescribed by the Academic Council from time to time.

10. The candidate will be allowed to appear in an examination, if he / she meets the following requirements—

- (i) bears a good moral character.
- (ii) has been on the rolls of the /Department during the semester/year.
- (iii) has attended not less than 75% of lectures delivered in theory as well as practical, Relaxation in shortage of Lectures up to 10% will be allowed by the Head of the Institution/Department on the following grounds:
 - (a) Illness;
 - (b) Illness/death of parents, brother, sister or any other close family member;
 - (c) Any other reason beyond the control of the student to the satisfaction of the Head of the Institution/Department.
 - (d) The shortage in attendance upto 10% more may be condoned by the Vice-Chancellor on genuine grounds on the recommendations of the Head of the Department.

11. The medium of instructions shall be English except in case of Hindi where it shall be Hindi and in case of Sanskrit it shall be English or Hindi or Sanskrit.

The medium of examination shall be as under:-

The question paper shall be set in English except in case of Hindi where these shall be set in Hindi and in case of Sanskrit where these shall be set in English or Hindi or Sanskrit. The candidates shall write their answer as under: -

(i) The subject under the Faculty of social Sciences: Hindi or English ?

(ii) Faculty of Humanities

- | | | |
|-------------------------|---|------------------------|
| (a) In case of English | : | English |
| (b) In case of Hindi | : | Hindi |
| (c) In case of Sanskrit | : | Hindi/Sanskrit/English |

(in the case of assignment / project of Pre-Ph.D(Sanskrit), the option of writing the same in English, Hindi or Sanskrit may be allowed irrespective of option the candidates may have offered for the theory papers.)

(iii) The subjects under the Faculties of Sciences, : English

(iv) Faculties of Education, Management & Commerce. : English/Hindi

12. The minimum pass marks for passing the examination shall be:

- (i) 50% in each theory paper in end semester examination.
- (ii) 50% in the of internal assessment wherever prescribed in each paper in the end semester examination.

13. The examination of Pre-Ph.D course work shall consist of papers of 100 marks out of which there shall be an internal assessment of 20 marks in each paper. The internal assessment in each paper shall be based on two assignments and one seminar presented by each candidate and also his/her active participation in the seminars. The concerned teacher shall maintain the record on the basis of which internal assessment has been made before one month after the declaration of results. In case a paper does not have an element of end semester theory examination then evaluation of 100 marks shall be done internally.

14. A candidate who fails to pass or having been eligible does not appear in the examination will be allowed to clear the re-appear paper(s) in consequent two chances on such dates as may be fixed by the Controller of Examinations. While re-appearing, the students will be exempted to appear in such papers in which he/she had obtained 50% marks.

15. The internal assessment awards of a candidate who fails in examination shall be carried forward to the next examination.

16. Soon after the termination of the examinations, the Controller of Examinations shall publish a list of candidates who have passed the semester examination.
17. Students getting 50% or more marks in aggregate of all the papers will be issued a certificate of having passed the Pre Ph.D. Course work.
18. The Ordinance in force at the time a student joins the course shall hold good only for the examination held during or at the end of academic year and nothing in the Ordinance shall be deemed to debar the University from amending the Ordinance and the amended ordinance, if any, shall apply to all students whether old or new.

PART-B**Ph.D. PROGRAMME****DOCTOR OF PHILOSOPHY (PH.D.) PROGRAMME**

1. The Ordinance framed shall comply with the guidelines of the regulating bodies and ensure that the standard of Ph.D. studies at the University shall be comparable to the best in the country.

2. SHORT TITLE AND APPLICATION

This Ordinance shall be called the "Doctor of Philosophy (Ph.D.)" Ordinance and shall cover all admissions into Ph.D. programmes of the University.

3. **CATEGORIES :** The students shall be registered for full time Ph.D. programmes at the initial stage. These scholars will be full time students of the University for completing the requirements for Ph.D. degree.

4. DURATION OF THE Ph.D. PROGRAMME

(a) Every candidate shall submit his/her thesis within a period of four years, but not before three years (Two years in special circumstances with the approval of Dean, Academic Affairs from the date of his/her registration or two years from the date of approval of the synopsis by the concerned Doctoral Research Committee (DRC), whichever is earlier. If a candidate fails to submit his/her thesis within a period of four years and does not apply for the extension before the expiry of his/her period, his/her registration will stand automatically cancelled without any further notice by the University.

(b) The period of four years for submission of Ph.D. thesis may be extended in exceptional cases, by a maximum of three years, on yearly extension basis by the Vice-Chancellor on the recommendations of the Supervisor(s).

5. LEAVE

Maximum leave for the Scholars will be 30 days in an academic year. The record of attendance will be maintained in the Department to which the scholar is attached. In case of serious illness, the necessary information will be immediately communicated by the scholar in writing through the supervisor(s) and the Head of Department for approval of Dean Academic Affairs as per rules. Unauthorized absence will lead to cancellation of registration.

6. ELIGIBILITY FOR ADMISSION

A candidate seeking admission in the Ph.D. programme must have secured at least 55% marks or equivalent CGPA at Postgraduate level.

The minimum eligibility criteria indicated above is only an enabling clause. The Departmental Committee may fix higher criteria at the time of short listing keeping in view the number of candidates, minimum background expected to cope with the programme etc.

7. RESERVATION

The Reservation Policy of National/State level as per Haryana Private Universities Act No. 32 of 2006 will be followed while granting admission to Ph.D. programmes.

8. Constitution of Doctoral Research Committee (DRC)

Head of the Department will get the Doctoral Research Committee (DRC) constituted with the approval from the Vice-Chancellor having two outside subject experts and the Dean of the faculty will also be the ex-officio member. However, the presence of atleast one expert will be necessary in the meeting.

9. INTAKE

Each Departmental Committee(DC) shall declare the number of seats for Ph.D. scholars available depending upon number of faculty in the concerned subjects.

10. PROCEDURE FOR ADMISSION

Admission for Ph.D. programme will be done twice every year, normally during June and December.

(i) The candidate desiring to seek admission to Ph.D programme at the University shall apply for the same on a prescribed Application Form by a due date announced by the University.

(ii) The application will be scrutinized by the Departmental Committee concerned. Adequate number of eligible candidates will be called for interview. The selection will be done on the basis of marks in Pre-Ph.D/M. Phil and interview.

(iii) The candidates, whose selection is approved by the DRC, will be admitted to the Ph.D. programme after payment of prescribed fees.

11. FEES PAYABLE

Each scholar shall pay fees as prescribed from time to time.

12. REGISTRATION

All research scholars are required to report to the Head of Deptt. for registration according to the schedule / procedure notified by the University in advance. Any student failing to register for two consecutive terms will be considered to have withdrawn from the programme. A candidate shall be finally registered for Ph.D. programme only after completing the requisite course work, if applicable.

13. ELIGIBILITY CRITERIA FOR SUPERVISOR

All full time faculty members of the University holding Ph.D. degree are eligible to supervise a research scholar. A person from other academic institutes, research laboratories, or industry holding a Ph.D. degree can also be a supervisor in addition to the supervisor from the University. The maximum number of Research Scholar to be registered under a supervisor/joint supervisor shall be as under;

Professor	:	8
Associate professor	:	6
Assistant Professor	:	4

14. ALLOCATION OF SUPERVISOR

- (i) The allocation of supervisor for a selected scholar shall be decided by the DC depending upon the area of research and the availability of supervisor in that area.
- (ii) The supervisor(s) from the University shall be appointed within three months of the research scholar joining the programme.
- (iii) There may be two supervisors from the University where possible for a research scholar. It may be helpful if one of the supervisors has to be away from the University. The maximum No. of supervisors would be three including one from outside as per clause 13 above.
- (iv) The maximum number of Ph.D. scholars, a supervisor can guide at a time shall be decided by the concerned DC subject to a maximum of numbers as mentioned in Clause 13 above.
- (v) If extraordinary circumstances so warrant, any change in supervisor or allocation of a second supervisor may be carried out by the DC.

15. RESEARCH PROPOSAL PLAN

- (i) The area of research to be pursued by the research scholar shall be approved by the Doctoral Research Committee.
- (ii) The research scholar shall make a presentation on the proposed research topic before the DRC. The DRC shall prescribe/approve the courses to be taken by the research scholar.
- (iii) The scholar shall prepare a detailed "Research Proposal" with Gantt Chart on the approved research area of his/her interest within 6 months from the date of completion of course work. The objective of the proposal is for the student to define the Ph.D. research problem based on a survey and critical analysis of the literature.

The research scholar shall present the proposed work in an open seminar and defend it before the Doctoral Research Committee (DRC). The Doctoral Research Committee (DRC) shall communicate its recommendations to the Dean Academic Affairs for further processing. In case DRC does not find the proposal suitable, it can reject the proposal and communicate the candidate about the decision. The Doctoral Research committee (DRC) may also ask the candidate to resubmit a revised proposal within a specified time (next 3 months) if it is found to be deficient.

16. PROGRESS OF THE RESEARCH WORK

- (i) At the end of every six months, the progress of a scholar will be assessed by the DC of that research scholar, who shall make a presentation before the DC for feedback and comments. The DC shall send the Assessment Report to the Dean Academic Affairs with its recommendations on continuation or cancellation of registration.
- (ii) If a supervisor is not satisfied with the work of the candidate, he/she will inform the DC for appropriate advice to the scholar. The DC may take up the matter with the Dean, Acad. Affairs. The matter shall be considered by the Dean Academic Affairs, in order to decide whether the candidate should be allowed to continue his/her research for the Ph.D. degree.
- (iii) A research scholar may request the Dean Academic Affairs for discontinuation of his/her research work through his/her supervisor/Head of Department.

17. SUBMISSION OF SYNOPSIS

- (i) On completion of the research work to the satisfaction of the supervisor(s), the scholar will submit 10 copies of the synopsis to the doctoral Research Committee (DRC) through the supervisor/HOD. The synopsis must precisely reflect in about 600 words all aspects of the research work done which are to be included in the thesis. A CD containing a PDF file of the synopsis shall also be submitted.
- (ii) The assessment shall be carried out by the DRC through a Pre-Ph.D seminar for getting feedback and comments, which may be suitable incorporated by the scholar into the thesis under the advice of the supervisor(s). The schedule for this seminar must be notified in advance. The research scholar shall present the complete work carried out by him/her in this seminar and defend it before the DC. The Board of Studies (BOS) shall make recommendation to the Doctoral Research Committee (DRC) for approval of the "Synopsis" and certify the completeness of research work. The DRC shall, in turn, communicate its recommendations on completeness of the work and acceptance of the synopsis to the Dean Academic Affairs. On the other hand, the Doctoral Research Committee (DRC) may also ask the scholar to do further work, if so required, and resubmit a revised synopsis within a specified time.
- (iii) The Board of Studies shall submit to the Dean Academic Affairs a confidential list of at least ten renowned experts actively working in the field of the research area and who have significant contribution in terms of publications in reputed journals of high impact rating and/or patents. This list must include at least from reputed Universities/institutions both from the National and developed foreign countries.

18. SUBMISSION OF THESIS

- (i) The thesis shall be written in English / Hindi or the Language concerned in the specific format and shall contain a critical account of the candidate's research. It should be characterized by discovery of facts, of fresh approach towards interpretation of facts and theories of significant contribution to knowledge of design or development, or a combination of them. It should bear evidence of the candidate's capacity for analysis and judgment and also his/her ability to carry out independent investigation design or development.
- (ii) No part of the thesis or supplementary published work shall have been submitted for the award of any other Degree/Diploma.
- (iii) A research scholar shall publish at least one research paper in a referred Journal before the submission of the thesis for evaluation, and produce evidence for the same in the form of acceptance letter or the reprint. The DC shall keep an up to date list of referred journals of high impact rating in each area of research.
- (iv) The thesis must be a piece of original research work characterized either by the discovery of new facts or by fresh interpretation of the known facts or theories. In either case, it shall give evidence of the candidate's capacity for original research, critical examination and judgment.
- (v) Plagiarism shall be dealt with according to the existing law.
- (vi) The scholar shall submit six (6) printed or typed copies of his/her thesis to the DC through his/her supervisor / HOD. The DC shall recommend the thesis for acceptance to the Dean Academic Affairs for further processing. In addition, a CD of the thesis in PDF format shall also be submitted by the scholar for forwarding it to the Dean (Academics).
- (vii) The thesis shall include the following certificate signed by the supervisor(s):
This is to certify that the thesis entitled "..... (TITLE OF THE THESIS)" has been submitted to the University, in partial fulfillment of the requirements for the award of degree for Doctor of Philosophy in..... (name of the subject). It embodies the original research work carried out by Mr./Ms..... (Name of the candidate) under my/ our supervision and has not been submitted in part or full for any other degree or diploma of the University or of any other university / Institution anywhere.

19. APPOINTMENT OF EXAMINERS

- (i) From the panel of examiners submitted by the Board of Studies, the Dean Academic Affairs will appoint two examiners after taking approval of the Vice-Chancellor. These two examiners and the supervisor(s) of the scholar shall form the Committee of Examiners for evaluation of thesis submitted by the research scholar. This committee shall be notified by the Dean Academic Affairs. The appointment of these examiners shall be strictly confidential.
- (ii) A copy of the synopsis shall be sent to each examiner.

- (iii) The Dean Academic Affairs shall request the appointed examiner, to give their consent for the acceptance of examinership.
- (iv) In case, the appointed examiner declines to act as examiner, the Dean Academic Affairs may appoint another examiner in line with (i) above.
- (v) In case, the appointed examiner declines to act as examiner, the Dean Academic Affairs may appoint another examiner in line with (i) above.

20. EVALUATION OF THESIS BY EXAMINERS

- (i) On receipt of acceptance of examinership from the appointed examiners, a copy of the thesis shall be sent to them for evaluation within a stipulated time indicated by the Dean Academic Affairs.
- (ii) Each examiner is required to give his/her assessment report and a clear recommendation about the candidate's research work to the Dean Academic Affairs. The assessment report shall cover the following in details:
 - (a) Significant contribution to knowledge.
 - (b) Any specific observations made by the candidate requiring revision, modification or clarification.
 - (c) Standard of presentation of thesis.

The recommendation made by the examiner about the candidate's research work shall be on the prescribed form provided by the University indicating clearly one of the following:

a	The thesis is recommended for the award of the Ph.D. degree in the present form.	
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Or

b	The thesis is accepted for the award of the Ph.D. degree after minor revision (to be specified)	
	The examiner shall like to examine the response before recommending the award.	Yes/No

Or

c	The thesis may be accepted for the award of the Ph.D. degree after major revision requiring rewriting a portion/chapter of the thesis incorporating some additional work.	
	The examiner shall like to examine the response before recommending the award.	Yes/No

Or

d	Rewriting of the thesis after further research.	
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Or

e	The thesis is rejected outright.	
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The examiners of the thesis may send, along with their reports, suggestions on corrections and modifications and questions to be asked from the candidate by the Committee constituted for conducting the *Viva-Voce* examination.

- (iii) If the examiner has recommended resubmission of the thesis, the Dean Academic Affairs shall accordingly advise the scholar through his/her supervisor. The candidate shall ordinarily resubmit the revised thesis within one year from the date on which the comments of the examiner(s) are provided to him/her. The response of the candidate recommendation.
- (iv) If one of the examiners has recommended rejection of the thesis, the Dean Academic Affairs may appoint a new examiner out of the panel, provided the report of second external examiners is satisfactory.
- (v) If both the examiners have recommended rejection of the thesis, the thesis shall be rejected outright.

21. FINAL VIVA VOCE

- (i) having received the thesis Assessment Report and recommendations from all examiners, the Dean Academic Affairs shall request the HOD to arrange for the final *viva voce*.

- (ii) The *viva-voce* Committee, comprising one external examiner and the supervisor shall conduct the *viva voce* of the scholar on his/her thesis.
- (iii) The research scholar shall present the complete work in an open seminar, which may be attended by any faculty member, expert or research scholar and defend it before the *viva-voce* Committee. All queries raised by the examiners in their reports shall also have to be satisfactorily answered by the scholar.
- (iv) The recommendations of the examiners shall be placed before the *viva-voce* Committee.
- (v) The *viva-voce* Committee shall communicate its recommendations on the award of Ph.D. degree to the Dean Academic Affairs.
- (vi) In exceptional cases, if external examiners are not available for *viva-voce* examination the Dean Academic Affairs will appoint another external member of *viva-voce* committee.

22. HONORARIUM, TA AND DA TO EXAMINERS AND VIVA VOCE COMMITTEE MEMBERS

Honorarium, TA and DA to examiners and *Viva Voce* Committee Members shall be payable according to rules of the University.

23. DECLARATION OF RESULT

- (i) The Dean Academic Affairs shall place the recommendations of the *viva-voce* Committee to the Research Degree Committee(RDC), comprising the Vice-Chancellor, Dean of the concerned Faculty, Head of the concerned Department. Dean Academic Affairs will be Member Secretary of the RDC.
- (ii) The Dean Academic Affairs shall inform the Controller of Examination (COE) about the approval of the Vice-Chancellor.
- (iii) The COE shall declare the result on the award of Ph.D. degree to the scholar.
- (iv) The Controller of Examination (COE) shall issue a provisional Certificate to the effect that the Ph.D. Degree has been awarded in accordance with the provision to the Ph.D. Ordinance of the University.

24. The Board of Management retains the right to deviate from, or suspend, any part of these guidelines for good reason and in the interest of academic standards and / or fairness to students.

25. DEPOSITORY WITH UGC

Following the successful completion of the evaluation process and announcements of the award of Ph.D., the University shall submit a soft copy of the Ph.D. thesis to the UGC within a period of thirty days, for hosting the same in INFLIBNET, accessible to all institutions/Universities.

26. DISCIPLINE

Every research scholar is required to observe decorum and disciplined behaviour both inside and outside the campus and should not indulge in any activity, which will tend to bring down the prestige of the University. Any act of indiscipline of a research scholar shall be dealt in accordance with prevailing rules on indiscipline in the University.

27. DISPUTE REDRESSAL

In case of any dispute, the decision of the Vice-Chancellor shall be final.

28. RIGHT TO AMEND

Notwithstanding all that has been stated above, the prescribed authority has the right to modify the above ordinance from time to time.

CHAPTER-12**LIABILITY AND AMENDMENTS****1. LIMITED LIABILITY**

All admissions made by the Admission Committee are provisional and subject to confirmation by the University. If the admission of any candidate(s) is not confirmed by the University, for any reason whatsoever, the liability of the University will be limited only to the refund of full fees paid by the candidate(s) and that there shall be no further consequent liability on the University and / or any of its employee(s).

2. JURISDICTION

Disputes, if any, arising out of this Admission Policy & Selection Procedure shall be the subject matter of Rohtak courts only.

3. AMENDMENTS

The Ordinance may be reviewed and amended from time to time subject to the provisions of the Act & Statutes.

Anything contrary to the provisions of 'the Haryana Private Universities Act, 2006' as amended from time to time shall be treated as null and void.